

DESCRIPTION OF SERVICES

To provide the benefits of centralized procurement, service and support to County Offices and related agencies in accordance with County, State, and Federal requirements and guidelines.

OBJECTIVES

1. Continue maintenance and refinement of procedures to reduce processing time for purchasing requests and thereby obtain the items needed more quickly.
2. Prepare bid and proposal packets for supplies, materials, equipment, services in the FY 2000 Operating and CIP budgets consistent with available funding and with time requirements of County Departments.
3. Provide information, revised policies and procedures governing the operation of centralized purchasing system to enhance efficiency of procurement process to promote timely and proper purchases.

BUDGET SUMMARY

	FY 99 Budget	FY 00 Adopted Plan	FY 00 Adopted
Personnel	\$ 151,880	\$ 160,023	\$ 159,237
Operating	27,462	27,462	63,762
Capital	7,800	7,800	7,800
Total	\$ 187,142	\$ 195,285	\$ 230,799

PERSONNEL

Full-time Personnel	3	3	3
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WORKLOAD INDICATORS

	FY 98 Actual	FY 99 Projected	FY 00 Projected
Requisitions Received	4,012	4,217	4,416
Purchase Orders Issued	3,528	3,471	3,283
Contracts	88	72	64
Solicitations	102	90	110

BUDGET COMMENTS

The FY 2000 budget provides for continuation of the current level of effort. Funds are included for the lease and other expenses of the new office space in the Olde Towne Road area. During FY 2000, the Purchasing function will undergo a process review to determine opportunities for improving workflow. Efficiencies in reducing paperwork, electronic connections to vendors and regional procurement efforts will offset the increase in activity, particularly relating to the new Courthouse project.